CareerLink

Employer Guide

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I. Getting Started

About the System
CareerLink allows employers to create a personal profile, participate in professional networking, maintain a calendar, post jobs and graduate assistantships, review and track applicants and participate in on-campus recruiting. Please keep in mind that the University of Maine has not enabled all features for all Users. The Main Navigation Bar will present which features are accessible to you. For example, some Users will be able to update and view Employer Profile information; others will only have access to their personal Contact Information, as shown below.

For employers interested in On-Campus Recruiting, hiring Interns or hiring soon-to-be graduates, please contact the Career Center at (207) 581-1359 for information on how to do so through CareerLink.

Employer Home Page with Profile Tab
Helpful Hints on Navigating the System

- Click on the Help button at any time for help.
- Don’t use your browser’s back button – use the Back navigation that is present in CareerLink.
- Only have one session open at a time. Don’t open multiple session windows at the same time.
- Click on the printer icon, located at the top right to create a printer-friendly image of any screen.
# System Key Terms

<table>
<thead>
<tr>
<th>TERM</th>
<th>WHAT TO LOOK FOR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessible Mode</td>
<td></td>
<td>Enables or Disables select interface enhancements to ensure Users of assistive technologies have full and equal access to all aspects of this web site.</td>
</tr>
<tr>
<td>Add New</td>
<td>Add New</td>
<td>Allows User to add a new record.</td>
</tr>
<tr>
<td>Back</td>
<td>back</td>
<td>Returns the User to the previous screen. (Note: Use the Back button within this system, NOT the back button on your browser.)</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancel</td>
<td>Return to the previous page without saving changes.</td>
</tr>
<tr>
<td>Clear</td>
<td>Clear</td>
<td>Clears the selected search criteria.</td>
</tr>
<tr>
<td>Help</td>
<td>Help</td>
<td>Opens the Help Topics window. (Note: The Help button is located at the top right-hand corner of the screen.)</td>
</tr>
<tr>
<td>Next and Previous</td>
<td>Previous next</td>
<td>Shows the next or previous page in a multi-page list.</td>
</tr>
<tr>
<td>Required Field</td>
<td></td>
<td>Indicates data entry into this field is required before the Save or Submit button can be used.</td>
</tr>
<tr>
<td>Save</td>
<td>Save</td>
<td>Saves the User’s work and leaves the User on the current page.</td>
</tr>
<tr>
<td>Save and Finish Later</td>
<td>Save And Finish Later</td>
<td>Allows the User to create a job posting and save it before submitting for the school to approve.</td>
</tr>
<tr>
<td>Search</td>
<td>Search</td>
<td>Searches the records based on the criteria selected.</td>
</tr>
<tr>
<td>Submit</td>
<td>Submit</td>
<td>Saves the open record and brings the User back to the previous screen.</td>
</tr>
</tbody>
</table>

*Note: There is a difference between Save and Submit. Save keeps the User on the current page. Submit saves and takes the User to the *previous* screen.*

*Note: Pay close attention to Required Fields – you will not be able to submit data if any required fields are left blank.*
II. Basic Account Information

Registering an Account

Note: If you receive a Username and Password, you do not need to register an account – we have created one for you already. Simply Log-In with your information (see next page).

To register for an account with the University of Maine CareerLink, you may go to our website at www.umaine.edu/studemp and click on the Online Job Search Tab. From there, click on the CareerLink Employer Log-In. Alternatively, you may go directly to https://maine-csm.symplicity.com/employers/.

Register an Account Screen

Click on the Register Tab to create a NEW account or Register and Post Local Job to create a NEW account AND post a new job immediately – otherwise you will have to wait for the approval from the Office of Student Employment before you may enter your open position. Once you complete the registration process, the Office of Student Employment will review your application and approve you or contact you for further information.

Important Note: If you Register or Register and Post a Local Job, this is a FREE service provided to you. If you click on Register and Post a Job at Multiple Schools, you will have to PAY for this service. If you are a University of Maine student employer, it is VERY rare that you would ever want to use this function and not necessary in the process of hiring UMaine students.
Logging into your Account

You will receive an e-mail when you have been registered as an Employer welcoming you to the CareerLink system. This e-mail will contain your Username and Password which you will need to log into your account. For your convenience, you may wish to write your Username and Password in this Guide.

Username: ___________________________________________________________

Password: ___________________________________________________________

Instructions

1. Go to http://www.umaine.edu/studemp/.
2. Click on the Online Job Search Tab.
3. Click on CareerLink Employer Log-In.
4. Enter your Username (your e-mail) & Password in the Employer Log-In section.
5. You are now on your UMaine CareerLink Home Page.

Employer Log-In Screen
Changing your Password

Note: All Passwords are encrypted and therefore not viewable in the system. Our office will not be able to tell you what your Password is. If you forget your Password, you will need to click on the Forgot my Password Tab on the UMaine CareerLink Log-In page to have your password reset and emailed to you (see page 7).

Instructions

1. Click on the Account Tab, and then click on the Password/Preferences Tab.
2. Enter your Old Password.
3. Enter your New Password.
4. Re-enter your New Password.
5. Click Save.

Password Change Screen
III. System Overview

Home Page Highlights

Announcements
Check here regularly for important announcements.

Alerts
These are time-sensitive reminders critical to your successful use of the system.

Shortcuts
You will find direct links to the pages Users access use most.

Calendar
View your scheduled activities by date including interviews, events, etc.

Feedback
Your feedback is encouraged so we will know how we can better serve you.

Employer Home Page
Employer Menu Choices

Account Tab

**Personal Profile:** Update your personal profile as an individual User in the system.

**Password/Preferences:** Change your password and set accessibility options.

**Document Library:** Access documents in your library.

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Calendar Tab

The calendar allows the User to view any important dates as well as allowing the User to enter personal events.

**Review Events:** Review important dates by clicking on the highlighted dates in the inset calendar on the right (if there is an event that day, the date will be highlighted).

**Add an Event:** To add an event on the calendar, double-click the appropriate time slot to open the **New Event** window or click **Add New** from the Non-System Events Tab. Enter the details of the event with the title, description and location. Click the **Save** button to save changes.

**Editing or Deleting an Event:** Click the title of the event to edit or delete directly from the calendar.
Profile Tab

This Tab will not be available to everyone. Only those with Employer Profile Access will be granted permission to edit this Employer Profile information. If you have questions about access to your Employer Profile, please call our office at (207) 581-1349.

You will only need to complete this information once and you may update the information at any time. Please provide as much information you wish about your department or organization.

Clicking on the Next link at the bottom of each screen will take you to the next Tab. Alternatively, you may click on any Tab you wish at the Profile Tool Bar to go to a specific section.

1. Who We Are

Any information you provide in this section will help students better understand what your department or organization does and therefore will translate to better-fit employees applying for your open positions! You do not need to fill out every field, especially if it does not apply to your department or organization.
Industry: Select the industry type your organization belongs to.

Overview: Provide an overview of your organization if you wish.

Products and Services: Enter a description of the basic products and services your organization or department offers.

Divisions/Departments: If you have multiple divisions or departments, enter them here.

Achievements: List any significant achievements your department or organization has received.

Awards: List any significant awards your department or organization has received.

Future of Our Company: Describe where your organization sees itself in the next 3 years.

Competitors: If you have competitors, you may choose to list them.

Address: Please enter your department or organization's physical address.

Attachment: If you have any documents you wish to upload you may do it here.

Twitter URL: If you have a Twitter Account you would like to share you may enter it here.

Facebook URL: If you would like to share your Facebook URL, you may enter it here.

Post LinkedIn Connections? If you would like others to see your connections through LinkedIn you can opt to do so here.

2. Key Statistics

Student Employers will likely leave most of this section blank but filling in the website data (as applicable) may be a helpful tool for students looking to gather more information about your organization or department.
3. **Company Culture**

You may choose to enter information on the following but are not required to do so:

- **Working Environment**
  - **Dress Code:** This may be important to note especially for on-campus positions if you have a dress code.
- **Travel**
- **Diversity**
- **Training**
- **Tuition Reimbursement**
- **Working Hours and Vacation**
- **Career Track Advancement**
- **Where Alumni Go**
- **Office Locations**
- **A Day in the Life**
- **Social Functions**
4. **Logo**
You may upload your logo image file (using EPS file format) to your Employer Profile.

![Logo Image]

5. **Student Viewable Contacts**
When a student views your Employer Profile you have the option to have them view certain contact people or no contact person at all. If you would like to have students view a particular person’s contact information associated with your organization or department, enter it here. When you post a new job, you will be able to enter contact information there as well. The Student Viewable Contact(s), however, will always be viewable to students under the Employer Profile regardless of whether positions are open.

![Contact Information](image)
6. **Photos**
You may display photos from a Flickr or Picasa account if you wish here.

7. **Videos**
If your company has any YouTube videos you would like to post, you may do so here.
8. **Auto-Fill**

This function is only useful if you have a profile on another Symplicity powered system and is not applicable to most Student Employment employers.
IV. Job & Assistantship Postings

You will view your current job and assistantship postings, add new jobs and assistantships, deactivate existing jobs and assistantships, search for archived jobs and assistantships, and view student resumes from the Jobs Tab.

Note: As a student employee employer, most likely you will not post a job under the Multi-School Postings (Paid) Tab. This option is for Off-Campus Recruiting (OCR) positions only which is an additional service provided by CareeLink and which allows off-campus employers to post open positions at multiple schools (not just the University of Maine). This additional service is not free. All student employment jobs at the University of Maine are considered NON-OCR jobs and will be posted under Single School Postings for free.

Job Postings Screen

![Job Postings Screen]

Single School Postings
If you have open positions posted, they will be listed here. You will also add any new positions from this Tab.

How to Create a New Job Posting

Instructions

1. From your home page click on the Shortcut Create Job Posting, or click on the Jobs Tab across the top of your Employer Home Page.
2. Make sure Single School Postings is highlighted.
3. Click on the Add New button at the bottom left of the screen.

4. Complete the Position information.
   
   Note: Not all fields are required, however, you must complete all fields marked with a red asterisk.

I. Copy Existing
   This allows you to use information already entered for an existing position. This is also the field you may search for Archived Jobs (see Archived Job information on page 19).

II. *Position Type
   Student employment positions will always fall into one of the following choices:
       1. Graduate Assistantships
       2. Part Time Federal Work-Study
       3. Part Time (Non Work-Study)
       4. Summer Federal Work-Study
       5. Summer (Non Work-Study)

   For information on Internships or Full-Time positions, please contact the Career Center at (207) 581-1359.

III. *Title
   Please enter the appropriate job title. For On-Campus Employers this will be the appropriate job title from the Student Job Classifications list available at http://www.umaine.edu/studemp/

IV. *Job Description
   Please enter your job description, providing as much detail as possible.

V. *Industry Type
   Please check the appropriate industry type for your department or organization.

VI. *Job Function
   Please indicate the appropriate job function category for this position. You may select more than one option by holding the Ctrl button.

VII. Resume Receipt
   
   For most student employment positions: Select Other (enter below) and in the new How to Apply field, you may provide the necessary information the student needs to apply for your position.

   If you choose to require a resume: Select E-mail or Accumulate Online to indicate if you would like the resumes submitted to you (see page 20 for how to view resumes you choose to accumulate online).
VIII. Additional Documents
If applicable: Select any additional documents required for your position (e.g., Cover Letter, Unofficial Transcript, Writing Sample or Other Documents).

IX. Requested Document Notes
Enter if applicable.

X. *Posting Date
Click Select to choose a date from the calendar to indicate the date this job should be posted online. You may enter a date in the future.

XI. *Expiration Date
Click Select to choose a date from the calendar to indicate the date this job should be removed from the online job search. You may inactivate a job prior to this date if necessary (see page 19).

XII. *Graduation Date–Range Start
Select the earliest graduation date for a student you will consider employing.

XIII. *Graduation Date–Range End
Select the latest graduation date for a student you will consider employing.

XIV. *Work Authorization
Please enter any desired work authorization (e.g., J-1, F-1 Visa, etc.) or you may select None. This field does not refer to the Student Authorization Form required for all students paid through the University of Maine. For more information on the Student Authorization Form, please visit www.umaine.edu/studemp.

XV. Requisition #

XVI. Desired Start Date
Click Select to choose a date from the calendar for the start date of this position.

XVII. Duration
If applicable, enter the duration for this position.

XVIII. Approximate Hours Per Week
Please enter the approximate hours per week required for this position.

XIX. *Class Level
To select more than one class level, hold down the Ctrl key and click on multiple options.

XX. Travel Percentage
If applicable, enter the amount of travel time the position requires.
XXI. Qualifications
Please enter the qualifications required for this position.

XXII. *Desired Major(s)
If applicable, please choose any specific majors you desire for this position. You may select All Majors as an option.

XXIII. *Salary Level
This is the hourly wage the student will begin at. Please enter this as an hourly wage (e.g., $7.50 per hour). For On-Campus employers: This will be the appropriate hourly wage from the Student Pay Scale available at http://www.umaine.edu/studemp/

XXIV. *Location
1. *Nation Wide
   Please indicate if this position is Nation Wide. For most student employment jobs the answer to this is “No.”
2. *City
3. *State/Province
4. *Country

XXV. Attachment(s)
You have the option to add items here if applicable (such as an application).

XXVI. Degree Level
To select more than one degree level, hold down the Ctrl key and click on multiple options.

5. Submit your Job Posting
Hit the Submit button when your posting is ready or Save and Finish Later if you want to save a partially completed job posting to be finished later.

Note: Your job will be pending until the Office of Student Employment approves it. When it has been approved, you will see a green check in the Approved column. You will also receive an email confirmation.

How to Inactivate a Job Posting
If you wish to inactivate a current job posting, you may do so under the Jobs Tab. On the Single School Postings page, you will see a list of all your active jobs. On the far right field of each job is a Deactivate button. Click this to deactivate a position. The position is automatically moved to your Archived Jobs Tab.
How to View and Repost an Archived Job
If you wish to view an archived job posting, you may do so under the Jobs Tab. On the Archived Jobs page, you will see a list of all your archived jobs. If you click on the Job Title, you will see the archived job’s details.

If you wish to repost an archived job, you may do so under the Jobs Tab. On the Single School Postings page, when you click Add New, you have the option to Copy Existing in the first field. Click on Show Archived and from the resulting pull-down menu. You will be able to select a previously posted job. The fields will auto-fill with previous information and you can edit as necessary. Please note you will be required to enter new Posting and Expiration Dates for the job.

Student Resumes (non-OCR)
If you have chosen to accept resumes for your open job positions using the Accumulate Online function, resumes submitted may be viewed here.

Multi-School Postings (Paid)
This is the paid function of CareerLink and would only be appropriate if you would like your position posted at multiple schools. Most student employment jobs will not fall under this category.

Archived Jobs
If you would like to view your Archived Jobs you may do so here (see page 19).

Publication Requests
If you have requested any publications you may view them here.